

# CAPE YORK ACCOUNTING WESTCOURT - ENGAGEMENT AGREEMENT

CLIENT: _____ Sole Trader/Company/Trust	DATE: _____
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**CONTACT DETAILS**

<b>Name:</b>	<b>Position:</b>		
<b>Address</b>			
<b>Phone</b>	<b>day</b>	<b>fax</b>	

**NATURE OF ENTITY**

Company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Incorporated body	<input type="checkbox"/>
Trust	<input type="checkbox"/>	Sole Trader	<input type="checkbox"/>	Association	<input type="checkbox"/>
Trust Account	<input type="checkbox"/>	Superannuation Fund	<input type="checkbox"/>	Club	<input type="checkbox"/>

**COMPANY'S, CLUBS, & ASSOCIATIONS Please list main office bearers names below**

<u>PRESIDENT</u>	<u>SECRETARY</u>	<u>TREASURER</u>
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**SERVICES REQUIRED**

**SERVICES FOR YEAR/S ENDED: \_\_\_\_\_**

Company Tax Return	<input type="checkbox"/>	Income Activity Statement	<input type="checkbox"/>	Cash Flow Projections	<input type="checkbox"/>
Trust Tax Return	<input type="checkbox"/>	Annual GST Return	<input type="checkbox"/>	Finance Application	<input type="checkbox"/>
Partnership Tax Return	<input type="checkbox"/>	PAYG w/hold Reconciliation	<input type="checkbox"/>	Budget Preparation	<input type="checkbox"/>
Individual Tax Return/s	<input type="checkbox"/>	SGL Reconciliation	<input type="checkbox"/>	Bookkeeping	<input type="checkbox"/>
Audit Report	<input type="checkbox"/>	GST Reconciliation	<input type="checkbox"/>	Research and Advice	<input type="checkbox"/>
Business Activity St'ment	<input type="checkbox"/>	Financial Statements	<input type="checkbox"/>	Other	<input type="checkbox"/>

**DOCUMENTS:**

The financial statements, and other documents which Cape Yor Accounting Westcourt is engaged to prepare, together with any original documents/discs/books/sticks, shall be your property. Any other documents brought into existence by us, including general woking papers, the general ledger and draft documents will remain our property at all times. If our services are terminated, we shall be entitled to retain all documents that we have prepared or hold, until payment in full of all outstanding fees.

**DOCUMENTS SUPPLIED:**

Cash Book/s	<input type="checkbox"/>	Bank Statements	<input type="checkbox"/>	Invoice Books	<input type="checkbox"/>
Memory Stick/s or CD/s	<input type="checkbox"/>	Credit Card Statements	<input type="checkbox"/>	Receipt Books	<input type="checkbox"/>
Financial Statements	<input type="checkbox"/>	Stocktake	<input type="checkbox"/>	Deposit Books	<input type="checkbox"/>
Activity Statements	<input type="checkbox"/>	Debtors and Creditors	<input type="checkbox"/>	Cheque Butts	<input type="checkbox"/>
Wages Records	<input type="checkbox"/>	Petty Cash Book	<input type="checkbox"/>	Cash Expenses	<input type="checkbox"/>

**ACCOUNTING AND RECORD KEEPING**

In undertaking this engagement, it is understood that you will generally ensure that you are responsible for the accurate recording of income and expenses in your books and account and accounting software. In the preparation of financial statements and reports and subsequently tax returns if applicable, we wil use the financial records supplied by you. Except when specifically engaged for the purpose, we are not being engaged to conduct a statutory audit. And therefore will not review all source documents. Accordingly we will not express an auditor's opinion as to the truth and fairness of the financial statements.

**FEES:**

Written Quote Supplied	Y / N	Amount Quoted: \$ _____
Verbal Estimate Given	Y / N	Amount Quoted: \$ _____

I acknowledge that work preformed will be charged on the basis of an hourly rate for Accounting work of \$\_\_\_\_.00 per hour and bookkeeping of \$\_\_\_\_.00 per hour and authorise Cape York Accounting Westcourt to prepare the work detailed above and guarantee that payment of the accounting fees incurred will be paid upon receipt of the tax invoice.

Signed: _____	<b>SIGN HERE</b>	Date: _____
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